

4.0 TEAM'S MULTIYEAR (1999 - 2006) PLAN OF ACTION & MILESTONES

TABLE 4 MULTIYEAR (1999-2006) PLAN OF ACTION & MILESTONES: CIMS AND P2 PROGRAM TEAM					
GOAL 1: RESTORE CONTAMINATED PROPERTIES					
OBJECTIVE 1.1 Identify Scope of Contamination: Complete identification and characterization of contaminated properties using Cleanup and Restore the Environment (CARE) assessments. ACTIVITY: Develop business methods and procedures for recording past and current facility hazardous materials activities.					
STRATEGIC PLANNING WORKSHOP'S MULTIYEAR OUTCOMES	Responsible Person	PERFORMANCE MEASURES	ACTIONS	Status	FY
A. Track current spills in CIMS.	RECOs Audit Team Facilities	100 percent of NOAA applicable facilities/operations in CIMS or a comparable method of tracking information	1. Amend and distribute NAO to facilities 2. Assist audit team with preparing procedures for documenting historic spills/contamination 3. 5 easy steps for chain of command for spill reporting 4. Determine number of NOAA-owned facilities and location of NOAA operations 5. Determine number of acres and locations of facilities 6. Define terms-facility, installation 7. Determine which NOAA-owned/operated facilities use hazardous materials/generate hazardous waste and define usage.	Done	Phase 2 of CIMS

STRATEGIC PLANNING WORKSHOP'S MULTIYEAR OUTCOMES	Responsible Person	PERFORMANCE MEASURES	ACTIONS	Status	FY
A. Track current spills in CIMS (cont-ed)	CIMS Users Group		8. CIMS Phase 2 Implementation		
B. 30 percent of NOAA operations' inventories in CIMS.		30 percent of NOAA applicable facilities/operations in CIMS or a comparable method of tracking information	1. Determine number of NOAA-owned facilities and locations of NOAA operations 2. Determine number of acres and locations of facilities 3. Define terms - facility, installation 4. Determine which NOAA-owned/operated facilities use hazardous materials/generate hazardous waste and define usage.		2000
C. 50 percent of NOAA operations' inventories in CIMS.		50 percent of NOAA applicable facilities/operations in CIMS or a comparable method of tracking information			2001
D. 100 percent of NOAA operations' inventories in CIMS.		100 percent of NOAA applicable facilities/operations in CIMS or a comparable method of tracking information			2002
E. Track ASTs and USTs	Facilities	USTs and ASTs tracking database is in place	1. Collect/input data and quantify tanks 2. Phase 2 CIMS - connect to another database that has tanks info		2001
F. Baseline current hazardous materials usage	RECOs LECOs	100 percent of NOAA applicable facilities/operations in CIMS or a comparable method of tracking information	Collect baseline data to analyze hazardous materials usage.		2002

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GOAL 2: ENSURE ENVIRONMENTAL COMPLIANCE AND P2					
OBJECTIVE 2.1 Identify Scope of P2 Problems: Identify chemicals and current environmental compliance, and health and safety issues using NOAA's CIMS and using audit protocols. ACTIVITY: Baseline chemical usage at NOAA operations.					
A. 30 percent of NOAA operations' inventories in CIMS.	RECOs LECOs Audit Team CIMS UG	List of facilities where P2 problems have been identified is completed	1. Determine number of NOAA-owned facilities and locations of NOAA operations 2. Determine number of acres and locations of facilities 3. Define terms - facility, installation 4. Determine which NOAA-owned/operated facilities use hazardous materials/generate hazardous waste and define usage.		2000
B. 50 percent of NOAA operations' inventories in CIMS.	LECOs	Expand a list of facilities where P2 problems have been identified	None identified.		2001
C. 100 percent of NOAA operations' inventories in CIMS.	LECOs	Expand a list of facilities where P2 problems have been identified	None identified.		2002
D. Analyze baseline data (determine types and amounts of chemicals being used at NOAA's facilities)	LECOs RECOs	100 percent of NOAA operations' inventories in CIMS	1. Generate a report based on data available in CIMS database		2003

STRATEGIC PLANNING WORKSHOP'S MULTIYEAR OUTCOMES		Responsible Person	PERFORMANCE MEASURES	ACTIONS	Status	FY
OBJECTIVE 2.2 Correct Pollution Problems: Correct compliance issues on a project list priority basis using EPA's project prioritization factors. ACTIVITY: Develop strategy for systematically reducing chemical usage and waste generation at NOAA facilities.						
A.	Perform PEHS review of 30 percent of current activities.	PHES Focus group		None identified.		2000
B.	Perform PEHS review of 50 percent of current activities.	PHES Focus group		None identified.		2001
C.	Perform PEHS review of 90 percent of current activities.	PHES Focus group		None identified.		2002
D.	Perform PEHS review of 100 percent of current activities.	PHES Focus group		None identified.		2003

STRATEGIC PLANNING WORKSHOP'S MULTIYEAR OUTCOMES	Responsible Person	PERFORMANCE MEASURES	ACTIONS	Status	FY
OBJECTIVE 2.3 Prevent Pollution Problems: Apply P2 approaches to reduce the quantity and toxicity of wastes generated and pollutants released by NOAA's operations. ACTIVITY: Develop strategy for systematically reducing chemical usage, energy consumption, and waste generation related to NOAA operations.					
A. In compliance with EO 12843, assess strategy and develop a written plan for reducing the use of ozone depleting substances (ODS) throughout NOAA, and modify procurement specifications to substitute non-ozone depleting substance for ODS.	Facilities ECS	NOAA is ODS free by 2005.	1. Estimate (a) all facilities and units using ODS, (b) appropriate substitutes, and (c) a schedule for implementation.	In process	1999
B. Develop a written NOAA-wide P2 strategy consistent with the Department of Commerce's strategy to comply with the requirements as specified in Sections 3-302 through 3-305 of Executive Order 12856.	Facilities	Reduction in hazardous materials usage and minimization of hazardous waste generation.	1. Ensure that the strategy includes a policy statement designating principal responsibilities for development, implementation, and evaluation of the strategy. The statement shall reflect the agency's commitment to incorporate P2 through source reduction in facility management and acquisition.		1999

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D. By January 1, 1999, in compliance with EO 13101, establish baseline and goals for solid waste reduction and establish methods for documenting solid waste generation and recycling rates at each facility.	Facilities ASC OFA DOC	Reduction of solid waste generation. Increased use of recycled materials	<ol style="list-style-type: none"> 1. Provide tools for ASCs on items that could be replaced with environmentally preferable products. 2. Incorporate compliance with EO 13101 into all contracting language. (Establish procedures and policies for purchasing environmentally preferable products.) 3. Develop boilerplate contracting language to be used in all agency contracts. Include incentives for compliance and disincentives for noncompliance. 4. Purchase copier, printing, and writing paper with 30 percent post consumer content. 5. Get current policy statement (from Roy McCullough), revise as needed, and publish. 6. Through a data call, determine cost savings (cost/benefit analysis). 		1999
E. Develop and distribute NOAA policy statement on sustainable development.	Facilities		<ol style="list-style-type: none"> 1. Prepare a policy and distribute for review. 		1999
F. All NOAA new construction and modernization activities will follow the sustainable development policy.	Facilities		<ol style="list-style-type: none"> 1. Communicate the policy to the personnel involved in construction documents review. 		2000

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G. Develop guidance documents for facilities on NOAA's P2 strategy.	OFA RECOs LECOs RSMs		1. Issue guidance and distribute to NOAA personnel.		2000
H. Create NOAA policy on energy audit sub-program.	ASCs	Achieve a \$1 to \$2 per square foot rate for energy consumption at all NOAA-owned facilities (adjusted for inflation).	1. Add energy conservation information to ECS web page. 2. Send a letter to facilities from OFA or NOAA telling them what to do and the availability of NOAA/ECS assistance.		2000
I. Develop energy conservation chart for quarterly review (develop mid-year).	ASCs	Achieve a \$1 to \$2 per square foot rate for energy consumption at all NOAA-owned facilities (adjusted for inflation).	1. Develop a chart.		2000
J. 50 percent of NOAA-owned square footage will have undergone an energy efficient audit and prepared a strategy for replacing equipment with energy efficient units.	ECS ASCs	Achieve a \$1 to \$2 per square foot rate for energy consumption at all NOAA-owned facilities (adjusted for inflation).	1. Perform audits 2. Develop equipment replacement strategy		2001
K. Each NOAA facility subject to EPCRA reporting requirements shall develop a local P2 team and conduct a pollution prevention opportunity assessment (P2OA) to identify opportunities for pollution prevention.	Facilities ASCs		1. Increase recycling by 50 percent agency-wide. 2. Set long range goals for 2005 and 2010. 3. Designate a recycling coordinator for each facility. 4. Recycle 100 percent of all wooden pallets, toner cartridges, fluorescent lamp ballasts, and batteries.		2001

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L. Create water efficiency audit sub-program.		Reduce water consumption.	<p>1. Develop water use baseline</p> <p>2. Develop a strategy for more efficient water usage</p> <p>3. Develop a checklist to monitor the progress</p>		2001
N. In compliance with EO 12856, each NOAA facility subject to EPCRA reporting requirements shall develop a P2 plan.			<p>1. Audit facilities in 2002 to ensure all P2OA were conducted.</p> <p>2. Review P2 plans for completeness.</p> <p>3. Include waste generation data for a baseline year (no later than 1994) and specific plans for reducing the amount of waste generated in future year (years) from the amounts generated during the baseline year.</p> <p>4. Submit to headquarters for review.</p>		2002
O. Implement the recommendations of the energy audit.		Achieve a \$1 to \$2 per square foot rate for energy consumption at all NOAA-owned facilities (adjusted for inflation).			2002
P. Implement water reduction sub-program at 5 percent of NOAA's facilities.		Reduce water consumption.	1. Equip existing computer equipment with an energy-efficient, low-power, stand-by feature.		2002
Q. Implement water reduction sub-program at 10 percent of NOAA's facilities.		Reduce water consumption.	None identified.		2003

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R. Develop a plan for reducing or eliminating extremely hazardous substances (EHS).		Reduce EHS quantity in inventory.	1. Query CIMS to determine amounts of EHSs reduced. Ensure reduction amounts correspond to amounts specified in plan. 2. Include a baseline indicating the amount (in pounds) of EHSs purchased by NOAA in 2000. 3. Include appropriate substitutes for EHSs or discuss alternatives that would not require the use of such materials.		2003
S. Develop method for and track energy savings.		Achieve a \$1 to \$2 per square foot rate for energy consumption at all NOAA-owned facilities (adjusted for inflation).	None identified.		2003
T. Implement water reduction sub-program at 20 percent of NOAA's facilities.		Reduce water consumption.	None identified.		2004
U. 75 percent of NOAA's operations are ODS free.		NOAA is 75 percent ODS-free	None identified.		2004
V. Implement the EHS sub-program.			None identified.		2004
W Implement water reduction sub-program at 30 percent of NOAA's facilities.		Reduce water consumption.	None identified.		2005

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X. 100 percent of NOAA-owned square footage will have undergone an energy efficient audit and prepared a strategy for replacing equipment with energy efficient units.		Achieve a \$1 to \$2 per square foot rate for energy consumption at all NOAA-owned facilities (adjusted for inflation).	None identified.		2005
Y. In compliance with EO 12902, reduce overall energy and water use in all buildings by 30 percent by significantly increasing the use of solar and other renewable energy sources.		Achieve a \$1 to \$2 per square foot rate for energy consumption at all NOAA-owned facilities (adjusted for inflation).	None identified.		2005
Z. In compliance with EO 12844, procure and use alternatively fueled vehicles where possible to reduce toxic and hazardous air pollutants (prioritizing for non-attainment areas).		Reduction usage of gasoline.	1. Determine fleet size 2. Set goals for new vehicle purchases.		2005
AA In compliance with EO 12845, ensure that all computer equipment purchased meets the EPA "Energy Star" energy efficiency requirements.		Achieve a \$1 to \$2 per square foot rate for energy consumption at all NOAA-owned facilities (adjusted for inflation).	None identified.		2005
BB. NOAA is 100 percent ODS free.		Make NOAA 100 percent ODS-free.	None identified.		2005
CC. Promote "Agency Green" recognition award	Facility managers LECOs	Reduction in hazardous waste generation.	None identified.		2001

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D. Perform PEHS review of 90 percent of current activities.	PHES Focus Group		None identified.		2002
E. Perform PEHS review of 100 percent of current activities.	PHES Focus Group		None identified.		2003
F. One year after the development of a sub-process, incorporate it into PEHS.	PHES Focus Group		None identified.		NA
G. Annually, NOAA will review the effectiveness of the PEHS process and all of the sub-processes.			1. Include feedback in decision making process.		NA
<p>OBJECTIVE 3.3 Enabling systems: NOAA and its line and staff offices and their facilities develop and implement the necessary measures to enable personnel to perform their functions in a manner that is consistent with regulatory requirements, NOAA's environmental policies and NOAA's overall mission.</p> <p>ACTIVITY 3.3.1. CIMS/P2: NOAA and its line and staff offices and their facilities ensure that personnel understand and implement procedures where their actions effect the environment and health and safety.</p> <p>ACTIVITY 3.3.2. Structural Supports: NOAA shall ensure that personnel understand and implement procedures where the actions of their employees affect human health or the environment.</p> <p>ACTIVITY 3.3.3. Information Management, Communication, and Documentation: NOAA and its line and staff offices and their facilities develop and implement systems that encourage efficient management of environmentally-related information, communication, and documentation.</p>					
A. Develop and implement a communication strategy.		All goals.	1. Create National and ASC Web pages and establish a feedback mechanism. 2. Host conferences. 3. Prepare news articles and newsletters.		1999
B. Develop version 1.0 of CIMS			None identified.		1999

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C. Evaluate Communication Strategy.		All goals.	None identified.		2000
D. Create standard policies for implementation related to the management of chemicals.			1. Develop tools to aid in the implementation of the policy (complete development of Version 1.0 of an electronic system for tracking hazardous material inventories) 2. Develop best management practices (BMP) to achieve P2 and waste minimization.		2000
E. Implement CIMS help line.			None identified.		2000
F. Implement Version 1.0 of CIMS nationwide and refine CIMS, Version 2.0.			None identified.		2001
G. Make final refinements to the CIMS (Version 3.0).			None identified.		2002

